

GENERAL STAFF EDUCATION ASSISTANCE SCHEME POLICY

Approving Authority:	Executive Group
Approval Date:	
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Policy Adviser:	For advice on this policy, contact your Group HR Staff

Description of the Policy:

The Griffith University General Staff Education Assistance Scheme is provided to encourage professional, vocational and personal development of staff with respect to their current and future employment at the University.

Related Policies, Procedures & Forms:

[General Staff Education Assistance Scheme Procedures](#)

[General Staff Education Assistance Scheme Application Form](#)

[Salary, Wages and Allowances Overpayments Recovery - Policy and Procedure](#)

This document is available in Word format for downloading. Click [here](#) to download this document.

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1.0 Introduction

Griffith University makes the General Staff Education Assistance Scheme (the Scheme) available as a strategy to attract and retain staff of the highest caliber. The Scheme is intended to confer benefits on both the University and staff by encouraging staff to:

- continue their professional, vocational and personal development; and
- improve career development opportunities at the University..

2.0 Scope

This Scheme applies to all continuing or continuing on probation and fixed term general staff. Education assistance is not an entitlement

3.0 Application

Griffith University encourages staff to undertake formal educational programs, which are directly relevant to their current career prospects to enhance their capacity to contribute to the work of the University. The provision of assistance to staff undertaking formal educational programs is offered within University operational constraints and resource provisions as part of the University's staff development strategy.

The University will consider applications for assistance on a case-by-case basis as outlined in the General Staff Education Assistance Scheme Procedures. 100% financial support will only be considered if study is undertaken at Griffith University, except where the program/course is not currently offered by the University.

The Scheme provides a broad range of assistance which may be available to general staff and includes leave, an education allowance and access to resources such as photocopying, printing and computing facilities. Approval for assistance is based on balancing the needs of the individual with the needs of the University. The University also considers applications for education assistance consistent with achieving the University's equity and diversity goals. Forms of eligible formal education programs are:

- undergraduate and postgraduate programs;
- courses at TAFE or VET institutions; and
- commercial and advanced trade courses which are offered by educational or training institutions properly accredited to conduct the programs of study or training.

In exceptional circumstances, staff may be eligible for assistance in undertaking a higher degree research (HDR) program

Education assistance will cease upon notification of cessation of employment with the University. A staff member who resigns from employment with the University within 12 months of receiving an education allowance may be required to refund the full amount of the education allowance received in the last 12 months of study.

4.0 Delegated Authorities

The [Head of Element](#) may approve the category of assistance and the package of assistance for applications from staff members in their area.

The Director, Office of Human Resource Management may approve the exemption from repaying an education allowance on resignation.
